

MEOPeer Regional Training Proposal

 2016/17

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Regional Training Proposal  
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Instructions: Please complete this form and return it to MEOPAR at least one month prior to your region’s training event(s). If you have any questions, please [contact us](mailto:laura.avery@meopar.ca?subject=Regional%20Training%20Workshops).

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| --- | --- | --- |
| **Date:** | | |
| **MEOPeer lead contact(s):** | | |
| Name | Email | Telephone |
|  |  |  |
|  |  |  |
| University/Organization: |  | |
| Street or mailing address: |  | |
|  | |
| **Training event details** | | |
| For which region (west, central or east) is this proposal?  (West=B.C. to Manitoba; Central=Ontario et Québec; East=Maritime Provinces) | | |
| For each training event, please tell us: | | |
| title | | date(s) |
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| **About the proposed training…** For each planned event, please tell us:  -where will the training occur? what is its purpose? what training need gap will your proposal attempt to meet/fill? Include a brief description of the training and the approximate number of expected trainees. Enclose a draft agenda of the event(s). |
| **Expected Outcomes** What benefits and/or outcomes do you expect will occur from the training event(s)? |
| **Trainer(s)** Who will facilitate the training for each event? (Provide as much information about each trainer as available): Name, title, affiliation, url, contact info, email, etc. |
| **Budget** For each training event, please complete the itemized expense list below (maximum $10,000/region):   |  |  |  | | --- | --- | --- | | event | item | estimated expense | |  |  |  | |  |  |  | | Total: | |  | |
| Will any other additional or outside source of funding or in-kind contribution be required? Yes No  If yes, please elaborate and indicate source. |
| **Promotion** How do you plan to promote your training event(s)? |
| **Impact** How will you measure the effectiveness of each training event(s)? |
| **Follow up** What are your plans for post-training, knowledge mobilization, etc.? |
| **Other** Will the training event(s) require support from the MEOPAR Corporate Centre? Yes No If yes, please describe the support and when it will be required.  If there is any other information about the training event(s) we should know please tell us: |